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INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 7 DECEMBER 1983




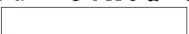
1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

a. LIMS

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(1) On 1 December, the Chief  briefed members of the LIMS development team about his anticipated involvement with LIMS. The meeting proved beneficial, providing a better understanding of  requirements and concerns. Action items to resolve questions pertaining to waivers on clearances for  personnel, upgrade of communications capabilities, and proposed method of interfacing with LIMS resulted from this meeting. 

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(2) On 5 December, representatives from Booz-Allen and Hamilton (BAH) met with senior representatives of the Procurement Division to discuss procurement activities. On 12 December, a follow-on meeting is to be held with DC/PMS to discuss Agency procurement policy, legal constraints, and any special authorities or waivers the Agency may have with regard to procurement activities. This overview will provide the insight necessary for BAH to design LIMS to meet our procurement needs.

(3) Contents of the first work package (WP), which will comprise the Basic Operating Capability (BOC) of LIMS in February 1985, have been defined by BAH. This WP will automate the process of submitting requisitions to the Office of Logistics. The approach to be used and the supporting rationale will be the subject for a LIMS Steering Committee meeting, tentatively scheduled for the morning of 21 December.

(4) In a LIMS Configuration Control Board (CCB) meeting, 6 December, proposed revisions to the LIMS System Objectives (LSO) document were accepted and baselined. The updated LSO will now be republished and disseminated to

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holders of the July 1982 version. In all probability this revised edition will become the permanent basis for subsequent LIMS development.

b. Data Administration Service (DAS)

(1) Logistics Advisory Notice (LAN) 83-2, announcing the existence of the DAS, was disseminated on 1 December. Its content has aroused the interest of a dozen OL personnel who, through informal interviews, would like to be considered for roles within the DAS.

(2) Draft requirements for an expendable item inventory software package have been prepared for review. This feature, when developed, is to accompany the overseas PC package for field Log Officers.

c. Regulations

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25X1 Personnel Service and Recreational Activities - We concurred, provided they make some changes clarifying how certain property is to be picked up on accountable records.

25X1 Special Clearances and Access Approvals - Concurred.

25X1 Suggestion, Invention, Special Achievement, and Exceptional Accomplishment Awards - Concurred.

25X1 Records Systems Reporting - Concurred.

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